Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT, formerly WAWF)

DTRA iRAPT Training Presented by:

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Today's Agenda

iRAPT Overview

iRAPT Demo and Hands-on Exercises

Question and Answer



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iRAPT Eliminates Paper from the Acquisition Process...

- iRAPT stands for Invoicing, Receipt, Acceptance and Property Transfer
- The Department of Defense initiated iRAPT to eliminate paper transactions from the acquisition process
- An interactive web-based application that allows <u>Contractors/Vendors</u> to submit invoices and receiving reports and the <u>Government</u> to accept electronically







...and Enables Users to Access Documents and Processes Electronically

- Users can be:
 - Contractors/Vendors
 - ➤ Government Officials
- Documents can be:
 - ➤ Contracts
 - > Invoices
 - Receiving Reports
 - ➤ Vouchers
- Documents are used to generate payments for goods and services





Why iRAPT for Electronic

Invoicing?



- Invoices <u>must be</u> submitted electronically
- It's the Law
 - Mandated by Public Law: Section 1008 of National Defense Authorization Act of FY 2001
- It's being enforced!
 - ➤ DFAS mandates requirement for electronic invoicing, effective for contracts issued after Feb 28, 2003
- DFARS Clause 252.232-7003 (DFARS 232.7004)
 - Requires iRAPT for electronic invoicing

http://www.acq.osd.mil/dpap/dars/dfars/index.htm





iRAPT Replaces Paper Documents with Electronic Documents

- In a traditional Receipts and Acceptance process, all the documents are paper-based
- New electronic documents can be accessed by each party at any time through the World Wide Web







iRAPT Has Significant Benefits for Vendors and the Government

Vendor

- Cost/time savings
- On-time payment and faster processing time
- View documents and status at any time
- Correct and resubmit documents online
- Immediate feedback when Government rejects a document
- Audit trail displays comments for every rejection



Government

- Electronically record inspection and acceptance
- View documents and status at any time
- Real-time processing
- Reduced interest penalties on late payments
- Fewer lost and misplaced documents
- Less re-keying and higher data accuracy
- Maximize vendor-offered discounts
- Secure transactions with audit trail

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Each Party Has One or More User Roles Within iRAPT

- Contractor/Vendor
 - Vendors, suppliers, contractors
- Inspector and Acceptor
 - ➤ COR/PM
- Cost Voucher Reviewer/Approver
 - Defense Contract Audit Agency (DCAA)
- Grant Approver
 - Office of Naval Research (ONR)
- Payment Official
 - Defense Finance and Accounting Service (DFAS)
- View Only
 - Supervisors, administrators, support staff





A Contractor/Vendor Initiates the Receipts and Acceptance



- Vendor (contractor or supplier) delivers goods or services according to contract terms
- Then the vendor submits an Invoice and Receiving Report in iRAPT



Next, the Goods or Services Are Inspected and Accepted

- Government entity that requested goods or services, inspects and accepts in iRAPT
- May involve more than one person and multiple locations
- Acceptance by digitally signing a Receiving Report confirming inspection and acceptance





Finally, DFAS Performs Two Functions in iRAPT:

- Compares invoice, receiving report, and contract
- Schedules accurate/valid invoices for payment and entitlement
 - Rejects improper invoices back to Initiator

➤ Recalls Receiving Report back to the Acceptor







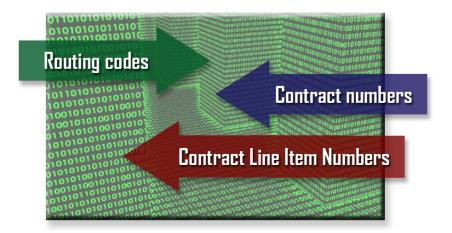
iRAPT CamcBer⊌sed to Create and Process a Number of Documents Electronically...

- Receiving Report
- Invoice
- Invoice as 2-in-1 (services only)
- Invoice and Receiving Report (Combo)
- Commercial item financing
- Performance based payment
- Progress payment
- Cost voucher
- Grant voucher
- Miscellaneous payment invoice



...and Can Also Be Used to Access Contracts and Modifications via EDA

- Electronic Document Access (EDA) system contains contract information:
 - Contract numbers
 - Routing codes
 - Contract Line Item Numbers (CLINs)
- Information stored in this system can interface with iRAPT



Documents are Routed Through iRAPT According to Department of Defense Activity Address Codes (DoDAAC). Entered by Vendor

	OMBATING							
	SOLICITATION/CONTR OFFEROR TO COMP				1. REQUISITION	NUMBER	PAGE 1 OF	
C	HDTRA1-07-C-	3. AWARD/EFFECTIVE DATE			6. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE	
	0011 INFORMATION CALL:	a. NAME			b. TELEPHONE NUMBER (No collect colle)		8. OFFER DUE DATE/ LOCAL TIME	
	FLEET AND INDUSTRIAL S 937 N HARBOR DRIVE San Diego, CA 92132-0008	SUPPLY CENTER	HDTRA1	10. THE ACQUISE NAMES TRICTI SET AS IDE: GMALL DI HURZONE BUSINESS DIAI NAICS: SEZE STANDARD:	% FOR USINESS SMALL	11. DELIVERY FOR FOR DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE 19. THIS CORPORATION OF SOLICE 19. MATTHON OF SOLICE 19. METHOD 19. METHOD OF SOLICE 19	CONTRACT IS A RATED UNDER DPAS (16 CFR 700)	
ľ	16. DELIVER TO NADEP North Island	CODE	HDTRA1	JEE BLOCK			CODE	
San Diego, CA 92135-70F9				184. PAYMENT WILL BE MADE BY DDE HQ0338			>	
CACI CHANTILLI VA 22204-1234 TELEPHONE NO.				DFAS SAN DIEGO	CA 9123-184	8		

Vendor - Invoice											
Contract >> Pay DoDAAC >> Document >> Routing											
Contract Number	Delive	ery Order	CAGE Code/Ext.	Pay DoDAAC							
HDTRA1-07-C- 0011			1M3W0	HQ0338							
Issue Date	Issue By DoDAAC	Admin DoDAAC *									
YYYY/MM/DD	HDTRA1	HDTRA1									
Ship To Code * / Extension	Ship From Code / Extension	LPO DoDAAC * / Extensi	ion								
HDTRA1											



The Invoice 2-in-1 Merges a Commercial Invoice with a Receiving Report

- Used for Firm-Fixed-Price (FFP) service contracts with no supply deliverables
- Used when a services contract requires invoice acceptance prior to submission for payment
- Creates a single document from one data entry session



Invoice 2-in-1 is Routed from Vendor to Acceptor Before It Ends at Payment Office



Invoice and Receiving Report Travel as One Document



The Combo - Invoice and Receiving Report from One Data Entry Session

- Used for FFP supplies contracts or contracts with services and supplies
- Creates two documents Invoice and Receiving Report from one data entry session
- Eliminates need to re-key data



Combo Documents are Routed Separately Through iRAPT



Combo Workflow

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Combo Invoice Statuses in iRAPT

Action Needed:
Receiving Report
is in "Submitted"
status

Invoice is in "Extracted" status, which means it is at DFAS

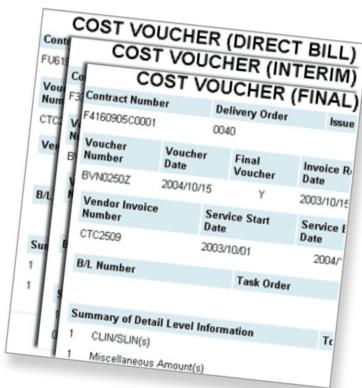


To take action, click on the link under the "Shipment Number" column



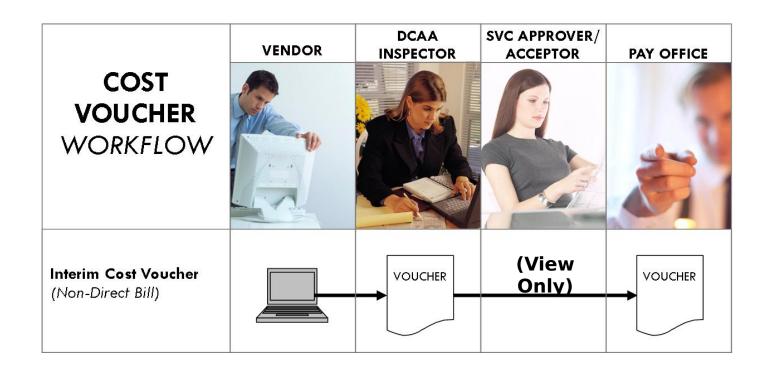
Cost Voucher is Used to Invoice for Fees and Costs Incurred During Contract Performance

- Vendors submit <u>interim</u> vouchers and <u>final</u> vouchers
 - Two kinds of interim vouchers
 - Non-direct bill (high risk)
 - > First Cost Voucher
 - ➤ Voucher over \$5 Million
 - ➢ Any previously rejected vouche by DCAA or DFAS
 - ➤ Direct bill





Non-Direct Bill is an Interim Voucher Submitted to DCAA Auditor



Non-Direct Bill Workflow



Direct-Bill is Routed Directly to Pay Office

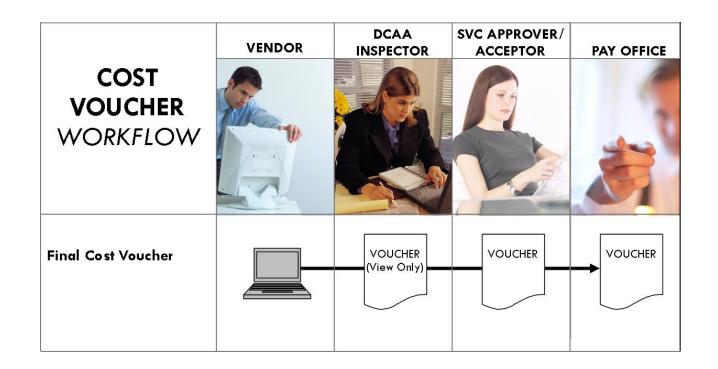


Interim Cost Voucher - Direct Bill Workflow

22



Final Cost Voucher Must Be Approved by Service Approver

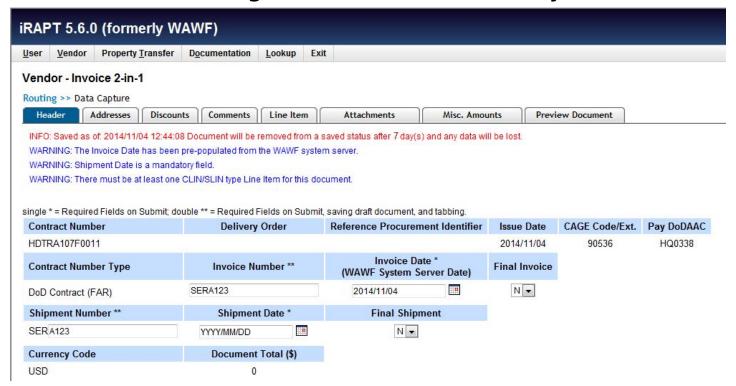


Final Cost Voucher Workflow



Save Draft Function

- iRAPT has a "Save Draft Document" function that lets users save their work for completion at a later date
- Draft documents will be "purged" (if never submitted) or returned to their "original" status after 7 days





iRAPT Allows Users to Send Multiple Email Notifications

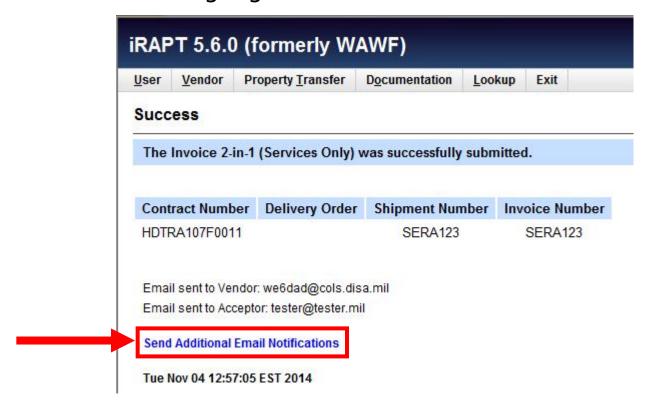
- Users have ability to send notifications to additional email addresses following an action
- Email addresses are saved for future use after submitted
- This function will enable Vendors to notify iRAPT Acceptors to take action on documents once they have been submitted

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Send Additional Email Notifications

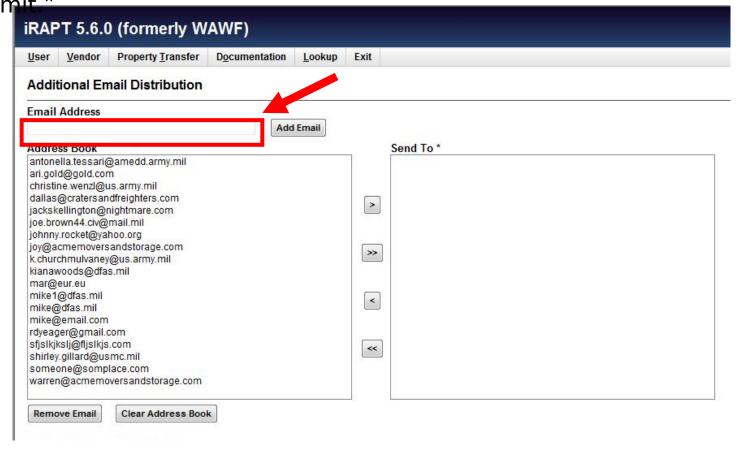
Vendor Step 1: Once you submit your documents and receive the following success screen, click on the "Send Additional Email Notifications" link highlighted below:





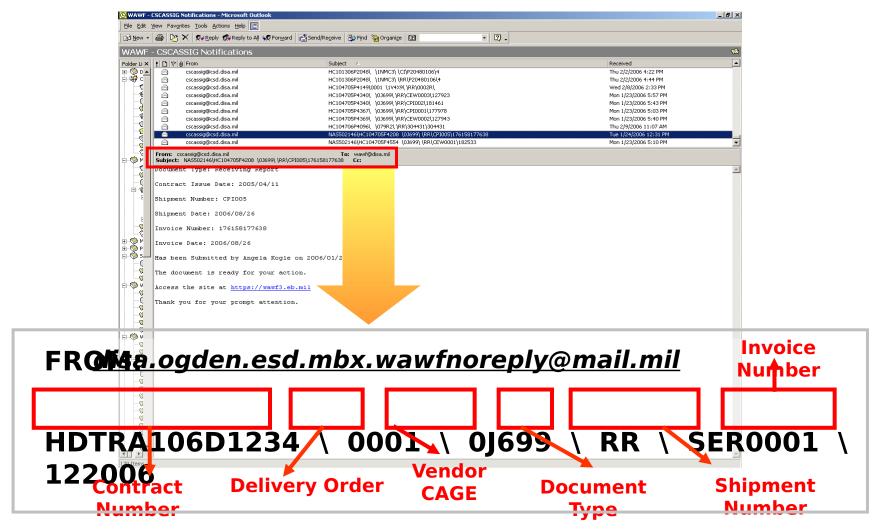
Send Additional Email Notifications

Vendor Step 2: Enter the email address of your PM/COR and click the "Add Email" button. When you are finished adding the addresses click "Submit."





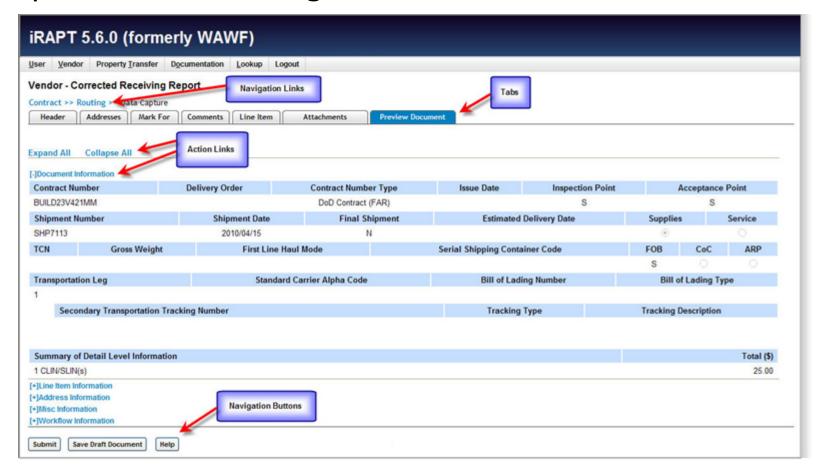
iRAPT System Generated Email





iRAPT Provides Four Primary Ways to Navigate the System

Top menu bar, navigation links, tabs, and buttons





DO NOT Use the "Back" and "Forward" Buttons Provided by Your Browser

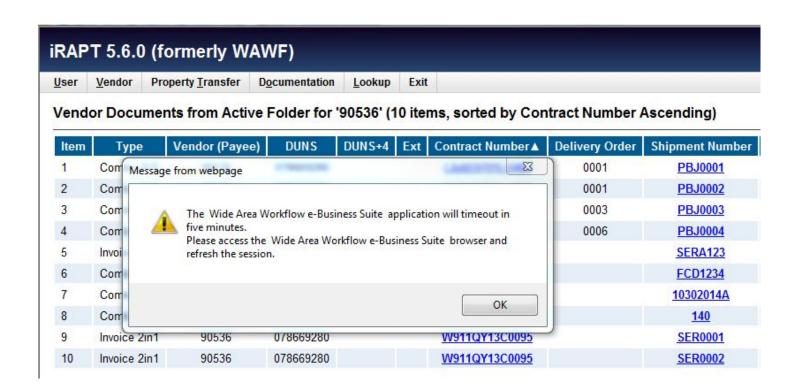
- Always use the menu or hyperlinks to navigate
- Browser buttons do not work properly in iRAPT





iRAPT's Security Time-out Function Limits the Session to 30 Minutes of Inactivity

- Data not submitted or saved will be lost
- Click OK on the 5-minute reminder pop-up window to reset the clock





Account Lockout

 Users must log in every 60 days to maintain an active status

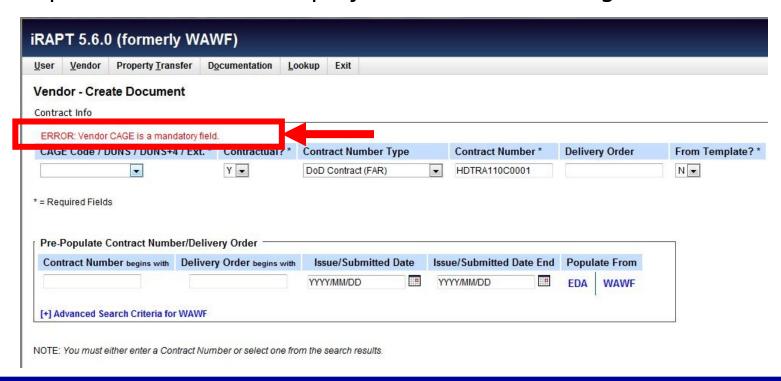


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Required Fields are Marked with an Asterisk (*)

- You must complete required fields (*), but other fields can be left blank
- If you try to submit a document but have not completed a required field, iRAPT displays an ERROR message





For Security Resons, You Must Log Out from WAWF to Prevent Unauthorized

Click "Logout," then close your browser





Today's Agenda

iRAPT Overview

iRAPT Demo and Hands-on Exercises

User Logon

Overview

Document Creation (Vendors only)

Acceptance Folder (Government only)

Viewing Document History

Document Recall, Rejection, and Resubmission

Searching in iRAPT

Question and Answer





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Additional Resources

- MyInvoice
- DFAS Vendor Pay Help Desk numbers
 - ➤ Columbus Center: 800-756-4571, option 1
 - ►Indianapolis Center:317-212-1816
- Ogden Help Desk
 - >866-618-5988
 - >disa.ogden.esd.mbx.cscassig@mail.r





Additional Resources

- iRAPT production site
 - https://wawf.eb.mil/
- iRAPT practice site
 - WAWF e-Business Suite Training Site
- iRAPT course-based training site
 - https://wawf.eb.mil/xhtml/auth/home/home.xhtml then click on link "Help/Training" in the top right corner, then click "Web Based Training"
- iRAPT DTRA/SCC-WMD1 site
 - https://dtra1/j4-8c/j8c/WAWF/Pages/WAWF%20Home.aspx
- DTRA iRAPT vendor site
 - http://www.dtra.mil/Contracts/BusinessOpportunities/irapt.as
 px





Points of Contact

- DTRA iRAPT assistance
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- Michael Lee
 - **>** 703-767-0466
 - michael.y.lee.civ@m ail.mil



https://wawftraining.eb.mil

Government IDs

- User ID: DTRAgovt01
- Password: IRAPT1217welcome#1
- Vendor IDs
- User ID:
- Password:





DTRA iRAPT Cheat Sheet

- User ID:_____
- Location code:
- Contract number(s):
- Notes:

